



Parkside Specialist School Board of Trustees Meeting Minutes

Monday, 9th September 2024 11:00 AM Start 12:20 Finish

Attendees:

- Allan Edmondson (Presiding Member)
- Sacha Johnston
- Catherine Sherrard (Acting Principal)
- Craig Serenge (Staff Rep - CrS) – arrived at 11:20

Apologies:

- Carol Willard (Principal) – Sabbatical
- Mel Foote

Minute Taker: Santa Van Zyl

1. Welcome and Apologies (2 minutes)

- Confirmation of attendees and apologies received.

2. Approval of Previous Minutes (5 minutes)

- Review of minutes from the August 2024 meeting.
 - **Motion:** To approve the minutes of the August 2024 meeting.
 - Moved by: CS
 - Seconded by: AE

3. Board Work Plan (10 minutes)

- Review of the [Board Work Plan](#) (CW).
 - Discussion and updates by CS.
 - HR Tool Checklist – Sharyn could support according to CS and she can then discuss it with AE

4. Financial Reports (15 minutes)

- Review of [July financial report](#).

- **Motion:** To approve the June financial report.
 - Moved by: AE
 - Seconded by: SJ
- Discussion of financial matters,

5. Student Population Update (10 minutes)

- Review of [current student population data](#).
 - Discussion of any trends or concerns.

6. Behaviour and Incident Report (10 minutes)

- Review of [behaviour and incident reports](#).
 - Discussion (CrS) of any patterns or required actions.

7. School Docs Policies (10 minutes)

- Board Assurances
- Review of School Docs policies
 - [Performance Management Policy](#),, [Concerns and Complaints Policy](#), [Protected Disclosure Policy](#)
 - Moved by: AE
 - Seconded by: SJ
 - Discussion and decisions on policy updates.

8. Staff Movement (5 minutes)

- Update on teacher, teacher aide, therapist, and administrative staff changes.
 - Teacher aides: 1 TA on maternity leave, Resignations: 1 part-time TA and 1 full time TA
 - Teacher aide on long term ACC to be discussed – How long do we keep staff on ACC? NZSTA will get back to AE and then it will be discussed as a BOT.

9. Action Items (5 minutes)

- Review of action items from previous meetings.
 - AE - Cancel the agreement with Toyota Pukekohe and negotiate to get the deposit back.
 - CS - Serge to get new quote for an electric vehicle from Ebbetts Pukekohe - VW van?
 - CS – Serge to continue with the design of the stormwater tanks.
 - CS - Let the people know to go ahead with swimming pool planning.
 - AE - Sign contract to continue with redesign of swimming pool.
 - AE - Sign contract to continue with Programmed Property Services
 - CS - Ask Alida to get 2 quotes for exterior shutter blinds that can be opened and closed from the inside for Intermediate classrooms.
 - AE - Organise monthly meetings with SvZ (Wednesdays or Thursdays)
- Assignment of new action items.

10. General Business (10 minutes)

- Open forum for discussion of any other business.
 - Health and Safety - [Property Hazard](#) and [lockdown drill](#)
 - [School Camp](#) and EOTC week

11. Next Meeting (2 minutes)

- Confirmation of the date and time for the next meeting.
 - Monday 21st October 11am

12. Action Items

- **From previous meeting:**
 - AE - Cancel the agreement with Toyota Pukekohe and negotiate to get the deposit back – Still waiting for a reply from Toyota THEN ask Serge to get new quote for an electric vehicle from Ebbetts Pukekohe - VW van?
 - CS – Serge to continue with the design of the stormwater tanks and to look at where the best place will be for the tanks.
- **Current Actions**
 - AE – discuss long term ACC with BOT as soon as info received from NZSTA
 - AE – sign documents for fencing.
 - CS – contact AV regarding property quotes for steps at Chameleon room and share it with AE.
 - CS – Let AV know that the BOT approved the tinting of windows at Intermediate, outside carpet on deck at WSC (Charcoal colour), shading at Valley
 - MF – report back to BOT in the next meeting about PD attended about expectations and responsibilities of BOT.
 - SvZ – Get in touch with AV in regard to property hazard entries: colour code, add resolved/progress timelines. Bring in Professionals to resolve high level risks.
 - SvZ – follow up on remote for front door to be used in case of a lockdown.